



**REDHORSE**

# **GSA PRICE LIST**

## **Federal Supply Schedule 36 – Office, Imaging and Document Solutions**

### **GS-03F-035DA**

**Contract Period: December 15, 2015  
through December 16, 2020**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address for GSA Advantage is: [GSAAdvantage.gov](http://GSAAdvantage.gov).

**Redhorse Corporation**

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San Diego, CA 92101  
Phone: 619/241-4609  
Fax: 619/241-4609  
Web Address: <http://redhorsecorp.com>

**Taxpayer Identification Number (TIN)**

26-1283951

**CAGE Code**

4WS86

**DUNS Number**

808149004

**Business Size**

8(a), Service-Disabled Veteran-Owned, and Native American owned small business

**For More Information, Please Contact**

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## About Redhorse Corporation

Redhorse Corporation (Redhorse) provides technical and management consulting services in the government, energy, environment, information technology, and intelligence markets. We serve commercial and government clients, delivering solutions that improve operations, compliance, and business performance as well as reduce risk, save money, and enhance security. Redhorse works in collaboration with our customers to augment existing capabilities and deliver the right resources at the right time to provide the right solution.

**Business Solutions.** Redhorse excels at helping agencies plan, manage, and execute mission critical operations, deliver valued-added business solutions, and meet program and compliance requirements. We work to bridge the gap between strategy and an organization's day-to-day operations to achieve strategic, operational, and program-level goals. Redhorse delivers a broad range of services to help leaders prioritize and track resources, develop performance metrics, manage risks, and re-engineer systems and processes to more efficiently meet business, technical and regulatory requirements. Our mission support services include:

- Policy and Legislative Analysis
- Strategic Planning and Analysis
- Program and Project Management
- Financial and Business Solutions
- Human Capital Management and Workforce Planning
- Technical and Scientific Support
- Record Keeping and Mail Room Support
- Logistics and Administrative Services

### Redhorse at a Glance

- 8(a), Service-Disabled Veteran-Owned, and Native American Owned Small Business
- Experienced Management Team
- Team of Senior-Level Subject Matter Experts
- Market Focus Areas:
  - ✓ Business Solutions
  - ✓ Energy
  - ✓ Environment
  - ✓ Information Technology
  - ✓ Intelligence
- Government approved accounting system
- Expertise in Government Contracting
- ISO 9001 Certified

## Customer Information

### 1a. Awarded Special Item Numbers:

51-504: Records Management Services  
 51-1000: Ancillary Supplies and Services  
 733-1: Mail Room Administrative Support Services

**1b. Labor Rates:** Please see Appendix A for Labor Rates

**1c. Labor Category Descriptions:** Please see Appendix B.

**2. Maximum Order:** All SINs have a Maximum Order of \$1,000,000.00.

**3. Minimum Order:** \$100



**4. Geographic Coverage (Delivery Area):** Domestic and overseas

**5. Point of Production:** The primary point of production is the Redhorse Corporation corporate headquarters, located in San Diego, California.

**6. Discount from List Prices:** All prices listed are net prices.

**7. Quantity Discounts:** None

**8. Prompt Payment Terms:** No special discount is offered for prompt payment. Payment terms are net 30 days.

**9a. Acceptance of Government Credit Cards:** Government credit cards will be accepted for orders at or below the micro-purchase threshold.

**9b. Acceptance of Government Credit Cards:** Government credit cards will be accepted for orders above the micro-purchase threshold.

**10. Foreign Items:** Not applicable

**11a. Time of Delivery:** Specified in each task order

**11b. Expedited Delivery:** None

**11c. Overnight and 2-Day Delivery:** None

**11d. Urgent Requirements:** Not available

**12. F.O.B. Points(s):** Destination

**13a. Ordering Address:** Redhorse Corporation  
Attention: Bernadine Holmes, Senior Contracts Administrator  
363 5<sup>th</sup> Avenue, Suite 201  
San Diego, CA 92101  
(619) 241-4609 telephone  
(619) 241-4609 facsimile  
[bernadine.holmes@redhorsecorp.com](mailto:bernadine.holmes@redhorsecorp.com)

**13b. Ordering Procedures:** The ordering procedures for supplies and services, information on Blanket Purchase Agreements (BPA), and a sample BPA can be found at the GSA/FSS Schedule homepage (<http://fss.gsa.gov/schedules>).



**14. Payment Address is as Follows:**

Payment by Mail: Redhorse Corporation  
Accounting Department  
363 5th Avenue, Suite 201  
San Diego, CA 92101  
(619) 241-4609

Payment by Wire Transfer: Regents Bank  
c/o Redhorse Corporation  
Routing Transit Number: 122243321  
Account Number: 2110450

**15. Warranty Provision:** Not applicable**16. Export Packing Charges:** Not applicable**17. Terms and Conditions of Government Purchase Card Acceptance:** Government commercial credit cards will be acceptable for payments. Bank account information will be shown on the invoices.**18. Terms and Conditions of Rental, Maintenance, and Repair:** Not applicable**19. Terms and Conditions of Installation:** Not applicable**20. Terms and Conditions of Repair Parts Indicating Date of Parts Price Lists and Any Discounts from List Prices:** Not applicable**20a. Terms and Conditions for Any Other Services:** Not applicable**21. List of Service and Distribution Points:** Not applicable**22. List of Participating Dealers:** Not applicable**23. Preventive Maintenance:** Not applicable**24a. Special Attributes:** Not applicable**24b. Section 508. If applicable, Section 508 compliance information on Electronic and Information Technology (EIT) supplies and services will be addressed on a task order basis. The EIT standards can be found at [www.Section508.gov](http://www.Section508.gov):** Not applicable**25. Data Universal Numbering System (DUNS) Number:** 808149004**26. Central Contractor Registration (CCR) Database:** Redhorse Corporation is registered in the System for Award Management.

## Redhorse Offering

### OFFICE, IMAGING, AND DOCUMENTATION SOLUTIONS

Redhorse offers expertise providing oversight and administration of mailroom activities, including accepting mail, maintaining control and accountability of correspondence and materials received, and making distribution to appropriate personnel. Our work includes processing of classified correspondence for Federal Agencies, including receipt of classified documentation, assembly of requirements, obtaining authorized signatures, maintaining chain of custody, and enforcing all security policies and procedures. Redhorse also provides records management services including maintaining accountability records of physical property, security and control and accountability of classified correspondence, and upkeep of files, filing systems, and databases.

**51-504: Records Management Services.** Records Management Services - Records Management Services include on-site services but are not limited to organizing paper or electronic files in any work area and tracking them electronically, information and document indexing, scanning, labeling, bar coding, and filing.

**SIN 51-1000: Ancillary Supplies and Services.** Ancillary supplies and services are support supplies and services which are not within the scope of any other SIN on this schedule. These supplies and services are necessary to compliment other offerings under this schedule to provide a solution to a customer requirement.

**733-1: Mail Room Administrative Support Services.** Includes daily mailroom administrative services consisting of, but not limited to, accepting incoming mail from U.S. Postal Service and courier services such as United Parcel Service and Federal Express; accepts and signs for certified mail, registered mail & overnight mail. Makes distribution of all mail using an Office Roster. Processes outgoing mail, metering flats, letters, packages, etc.

#### Appendix A – Redhorse Labor Rates

Labor Category	Year 1 01/01/2016 12/31/2016	Year 2 01/01/2017 12/31/2017	Year 3 01/01/2018 12/31/2018	Year 4 01/01/2019 12/31/2019	Year 5 01/01/2020 12/31/2020
Senior Principal	\$219.19	\$225.77	\$232.54	\$239.52	\$246.70
Principal	\$203.67	\$209.78	\$216.08	\$222.56	\$229.23
Program Manager	\$189.80	\$195.49	\$201.35	\$207.39	\$213.62
Business Manager	\$116.78	\$120.29	\$123.90	\$127.61	\$131.44
Senior Project Manager	\$178.13	\$183.47	\$188.97	\$194.64	\$200.48
Project Manager	\$134.43	\$138.46	\$142.61	\$146.89	\$151.30
Field Lead	\$108.46	\$111.71	\$115.06	\$118.51	\$122.07
Project Coordinator	\$78.42	\$80.77	\$83.20	\$85.69	\$88.26
Executive Administrative Assistant III	\$123.99	\$127.71	\$131.54	\$135.48	\$139.55



<b>Appendix A – Redhorse Labor Rates (Continued)</b>					
<b>Labor Category</b>	<b>Year 1 01/01/2016 12/31/2016</b>	<b>Year 2 01/01/2017 12/31/2017</b>	<b>Year 3 01/01/2018 12/31/2018</b>	<b>Year 4 01/01/2019 12/31/2019</b>	<b>Year 5 01/01/2020 12/31/2020</b>
Executive Administrative Assistant II	\$105.25	\$108.41	\$111.66	\$115.01	\$118.46
Executive Administrative Assistant I	\$95.88	\$98.76	\$101.72	\$104.78	\$107.92
Senior Logistics Management Specialist	\$144.94	\$149.29	\$153.77	\$158.38	\$163.13
Logistics Management Specialist	\$107.04	\$110.26	\$113.56	\$116.97	\$120.48
Logistics Specialist	\$83.56	\$86.06	\$88.65	\$91.30	\$94.04
Logistics Operations Specialist	\$57.74	\$59.48	\$61.26	\$63.10	\$64.99
Technical Editor/Writer II	\$88.61	\$91.26	\$94.00	\$96.82	\$99.73
Technical Editor/Writer	\$74.78	\$77.03	\$79.34	\$81.72	\$84.17
Administrative Support III**	\$72.66	\$74.84	\$77.09	\$79.40	\$81.78
Administrative Support II**	\$65.08	\$67.03	\$69.04	\$71.11	\$73.24
Administrative Support**	\$54.32	\$55.95	\$57.63	\$59.35	\$61.14

Notes: \*\* Indicates Service Contract Act (SCA) eligible categories

<b>Service Contract Act Matrix</b>		
<b>SCA Eligible Contract Labor Category</b>	<b>SCA Equivalent Code – Title</b>	<b>WD Number</b>
Administrative Support III	01020 – Administrative Assistant	05-2057
Administrative Support II	01313 – Secretary III	05-2057
Administrative Support	01013 – Accounting Clerk III	05-2057
The SCA is applicable to this contract and includes SCA applicable labor categories. The prices for the indicated SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the matrix. The prices offered are based on the preponderance of where work is performed and should work be performed in an area with lower SCA rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.		

## Appendix B – Redhorse Labor Category Descriptions

**Senior Principal** – Senior corporate manager responsible for the management, direction, and operation of major aspects of the business. Provides executive-level expert guidance and direction to single or multiple program areas. Manages complex organizations and teams by integrating skills into client-focused, results-oriented consulting solutions. Integrates technical requirements and solutions into business process reengineering requirements and translates concepts into operational improvements and systems. Requires a bachelor's degree in a related field and 18 or more years of experience, or a master's degree in a related field and 16 or more years of experience, or a Ph.D. degree in a related field and 14 or more years of experience.



**Principal** – Corporate manager responsible for analyzing, planning, directing, and coordinating activities of designated projects and organizations within the business. Ensures that goals and objectives of those projects and organizations are accomplished within prescribed time frames and budgets. Provides management, organizational, and business services that include strategic planning, program analysis, risk management, performance metrics and tracking, and management oversight. Requires a bachelor's degree in a related field and 16 or more years of experience, or a master's degree in a related field and 14 or more years of experience, or a Ph.D. degree in a related field and 10 or more years of experience.

**Program Manager** – Directs programs to meet customer mission requirements. Provides overall management of budget and ensures projects and programs are executed within contract parameters. Serves as the customer's primary point of contact. Maintains full authority and responsibility for contract and financial management, resource commitment, staffing, and client satisfaction. Ensures correct resources and technical approaches are applied. Oversees the QA program established for the contract. Ensures effective communication between and among the contract management team and the customer. Proactively identifies and resolves issues and problems. Requires a bachelor's degree in a related field and 16 or more years of experience.

**Business Manager** – Manages financial systems and oversees administrative contractual requirements. Tracks budgets for multiple projects and communicates frequently internally and externally with the senior principal and principal, and externally with the client regarding adherence to budgets and contract terms and conditions. Provides financial forecasts and reviews past performance with the client regarding funding. Also responsible for all procurement and subcontract management on a project. Requires a bachelor's in a related field and 5 years of experience.

**Senior Project Manager** – Directs complex projects requiring integration of business operations, process and system optimization, and performance improvements. Provides management, organizational, and program management services that include planning and strategies, consulting and analysis, compliance and risk management, and management oversight. Requires a bachelor's degree in a related field and 14 or more years of experience, or a master's degree in a related field and 12 or more years of experience.

**Project Manager** – Directs the performance of a variety of related projects and implements project management. Responsible for ensuring high quality products and services that are delivered according to the agreed schedule and budget of the applicable task/delivery order. Also provides overall management of budget and ensures projects and subcontracting plans are operated within the parameters of the contract. Requires a bachelor's degree in a related field and a minimum of 10 years of experience.

**Field Lead** – Manages quality control, data collection and management, and oversight of business operations, including record keeping, mailroom, and other business support services. Reviews project requirements and plans and oversees personnel to meet project requirements. Checks compliance to specifications, standards, and customer policies. Requires a bachelor's degree in a related field and 8 years of experience.



**Project Coordinator** – Manages project schedules and budgets and oversees administrative contractual requirements. Tracks deliverables and reporting requirements for multiple projects and communicates frequently with project managers regarding budgets, schedules, and contract terms and conditions. Also responsible for all invoice backup preparation and procurement and subcontract management on a project. Requires a bachelor's degree and 5 years of experience.

**Executive Administrative Assistant III** – Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group, including mail room, document filing, record keeping, and other business process and operation requirements. Responsible for preparing various reports, making recommendations for actions, project administration, event planning, office relocation planning, and other duties as assigned. Requires a bachelor's degree and 12 years of experience.

**Executive Administrative Assistant II** – Performs a variety of administrative functions to support the operations of a program office. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative and tact; determines method of collection and analysis for assigned projects; and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group, including mail room, document filing, record keeping, and other business process and operation requirements. Responsible for preparing various reports, making recommendations for actions, project administration, event planning, office relocation planning, and other duties as assigned. Requires a bachelor's degree and 10 years of experience.

**Executive Administrative Assistant I** – Performs a variety of administrative functions to support the operations of a program office and senior managers. Performs specialized administrative support tasks of a non-routine and non-repetitive nature. Monitors projects and finances for members of an assigned functional unit. Performs professional level tasks both formal and informal requiring independent judgment, initiative, and tact; determines method of collection and analysis for assigned projects and prepares complex briefings. Coordinates administrative work within the secretarial and clerical support group, including mail room, document filing, record keeping, and other business process and operation requirements. Responsible for preparing various reports and making recommendations for actions, project management, event planning, office relocation planning and other duties as assigned. Requires an associate's degree and 5 years of experience.

**Senior Logistics Management Specialist** – Provides management of integrated logistics support and business management services to meet customer operational requirements. Plans, schedules, delegates, and manages all aspects of office and business operations, including mail room, record keeping, and other program support utilizing knowledge of operational requirements, policies, procedures, and compliance. Directs and participates in configuration and data management efforts. Responsible for life cycle cost, analysis, planning, and scheduling. Requires a bachelor's degree and 14 years of experience.



**Logistics Management Specialist** – Provides mail room, record keeping, and other office management support. Responsible for the supervision of document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting. Utilizes knowledge of operational requirements, policies, and procedures to improve business processes, operations and, compliance requirements. Requires a bachelor's degree and 10 years of experience.

**Logistics Specialist** – Provides mail room, record keeping, and other office support. Responsible for document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting. Also responsible for being the liaison and coordinating activities between document preparation/processing activities and document imaging. Arranges activities and plans schedules to meet deliverables. Assists in tracking and measuring task performance. Requires a bachelor's degree and 6 years of experience.

**Logistics Operations Specialist** – Provides mail room, record keeping, and other office support. Responsible for document receiving and shipping, document preparation, document number labeling, document photocopying, document coding, and document processing tracking and productivity reporting. Also responsible for being the liaison and coordinating activities between document preparation/processing activities and document imaging. Arranges activities and plans schedules to meet deliverables. Assists in tracking and measuring task performance. Participates in planning, scheduling, and directing assigned tasks and responsibilities. Responsible for preparation of procedures, documentation, and reports. Requires an associate's degree and 2 years of experience.

**Technical Editor/Writer II** – Writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation. Requires bachelor's degree or equivalent and more than 10 years of professional work experience.

**Technical Editor/Writer** – Works with technical specialists, writes reports, manuals, training courses, and other documents, and ensures quality of those documents written by others. Reviews grammar, writing style, and syntax of documentation. Requires bachelor's degree or equivalent and more than 6 years of professional work experience.

**Administrative Support III** – Performs diversified clerical, administrative, record keeping, and general office duties of a highly responsible and confidential nature to senior management. Organizes and maintains files of correspondence and records. Routes or answers routine correspondence not requiring manager's attention. Receives and ships documents, processes documents for internal distribution and mailing, and labels and tracks documents. Prepares special reports, gathering and summarizing data. Organizes and expedites flow of work through manager's office. Initiates follow-up action. Requires knowledge of applicable policies, procedures, operations, and organization. Requires more than 5 years of experience.

**Administrative Support II** – Performs diversified clerical, administrative, record keeping and general office duties. Receives and ships documents, processes documents for internal distribution and mailing, and labels and tracks documents. Communicates and coordinates



instructions with various individuals and/or departments. Furnishes and obtains information from multiple sources. Organizes and maintains files of correspondence and records. Follows up on pending matters. Schedules appointments, maintains and disseminates schedules and work plans, and coordinates arrangements for meetings and conferences. Requires more than 3 years of experience.

**Administrative Support** – Assists clerical, administrative, record keeping and general office duties. Receives and ships documents, processes documents for internal distribution and mailing, and labels and tracks documents. Supports the organization of tasks, preparation for meetings and other sessions, documentation of meeting results, and completion of contractually required paperwork. Requires zero to three years of experience.

### LABOR CATEGORY SUBSTITUTIONS INFORMATION

Redhorse's labor categories provide for substituting experience for minimum education requirements and substituting educational degrees for years of experience. The table below presents the general substitutions based on the education and experience of the labor categories in the pricelist. Experience should be professional and job related, however it does not have to be specific to the project to be accomplished. However, if a degree is used in place of experience, the degree should be related to the project or task. These substitutions are applicable for all Redhorse labor categories.

Degree	Degree and Experience Substitution	Related Experience Substitution
Associate's	2 Years	2 Years
Bachelor's	Associate's + 2 Years	4 Years
Master's	Bachelor's + 2 Years	6 Years
Doctorate	Master's + 4 Years	10 Years

In lieu of the required degree or experience, candidates with special qualifications may be considered on a case-by-case basis by the ordering agency.

